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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Service

OPERATIONAL PROCEDURES

in

BIOMETRICAL SERVICES



Issued August 1955
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OPERATIONAL PROCEDURES
in
BIOMETRICAL SERVICES

This procedural manual has been prepared to make the information available to all staff members, present and future, as an aid in the performance of the day-to-day operations of Biometrical Services.

The responsibilities and functions of Biometrical Services are enumerated in Administrative Memorandum No. 103.1 (dated December 29, 1953).

The subjects covered herein are listed in alphabetical order.

ABBREVIATIONS OF AGENCIES IN ARS

There will be situations where it will be desirable to use abbreviations for Divisions, Branches, and other organizational units of ARS. This will be particularly true in connection with identification of informal correspondence and legends on correspondence copies.

The following abbreviations will insure uniform references when appropriate:

Office of Administrator

ADM - Administrator's Office
ARC - Agricultural Research Center
CPO - Central Project Office

Divisions

AS - Administrative Services Division
BFD - Budget and Finance Division
INF - Information Division
PD - Personnel Division
SES - State Experiment Stations Division
TES - Territorial Experiment Stations Division

Branches

ADE - Animal Disease Eradication Branch
ADP - Animal Disease and Parasite Research Branch
AE - Agricultural Engineering Research Branch
AIQ - Animal Inspection and Quarantine Branch
APH - Animal and Poultry Husbandry Research Branch
DH - Dairy Husbandry Research Branch
ENT - Entomology Research Branch
EU - Eastern Utilization Research Branch
FC - Field Crops Research Branch
HC - Horticultural Crops Research Branch
HE - Home Economics Research Branch
HN - Human Nutrition Research Branch

MI - Meat Inspection Branch
NU - Northern Utilization Research Branch
PE - Production Economics Research Branch
PPC - Plant Pest Control Branch
PQ - Plant Quarantine Branch
SU - Southern Utilization Research Branch
SWC - Soil and Water Conservation Branch
WU - Western Utilization Research Branch

ANNUAL REPORT

The annual report shall cover the period of a calendar year. Reports of Unit (Livestock, Plant Industry, and Utilization Staffs, Mathematical Statistician, and Taste Panel Specialist) activities are due in the Office of the Chief not later than January 15th. An original and one carbon copy of the report should be submitted.

The reports of Unit activities shall include at least the following information:

I. Office Calls

- (1) Number; classified by
 - (a) ARS Branches
 - (b) Other Agencies

The "other agencies" refers to service rendered agencies of the Department outside of ARS, the University of Maryland, or other governmental agencies.

- (2) Classification of calls
 - (a) relating to plan and design of experiments
 - (b) questions on analytical procedures from
 - (i) properly designed experiments
 - (ii) improperly designed experiments
 - (c) interpretation of results
 - (d) development of theoretical procedures

Pertinent narrative statements should be included on any of the above categories.

II. Telephone Calls

- (1) ARS Branches
- (2) Other Agencies

The record of telephone calls shall comprise only those involving biometrical consulting service or related activities.

III. Personal Visits to Subject-Matter Specialists

- (1) Washington-Beltsville Area
 - (a) total number
 - (i) ARS Branches
 - (ii) Other Agencies
- (2) Field Visits
 - (a) total number
 - (i) ARS Branches
 - (ii) Other Agencies

In the Washington-Beltsville area, a record should be given of the number of visits made to the offices of subject-matter specialists. This information should be characterized as to "ARS Sections" and "other agencies". A similar breakdown should be included with regard to personnel visited on field trips.

IV. Foreign Visitors

- (1) Name and Country
- (2) Date of visit
- (3) Approximate time spent with visitors

Where appropriate, a statement should be included as to nature of the visits.

V. Manuscript Review

- (1) Number reviewed
- (2) ARS Branches
- (3) Total number of pages

Comments, when appropriate, should be included regarding the nature of presentation of experimental data or interpretation of results.

VI. Correspondence (relating to Statistical Consultation)

The record of correspondence shall not include letters pertaining to day-to-day operations of the unit.

- (1) Total number of letters prepared to:
 - (a) ARS Branches
 - (b) Other Agencies
- (2) Classification of correspondence as to:
 - (a) Design and plan of experiments
 - (b) Questions on analytical procedures from
 - (i) Properly designed experiments
 - (ii) Improperly designed experiments

Annual Report (cont)

- (c) Interpretation of results
- (d) Development of theoretical procedures

Pertinent narrative statements should be included on any of the above categories.

VII. Field Trips and Work Conferences

- (1) Date
- (2) Nature of trip or conference
- (3) For field trips include information on:
 - (a) field locations visited
 - (b) names of persons visited
 - (c) assistance rendered according to the following categories:
 - (i) design of experiments
 - (ii) questions on analytical procedures of
 - (x) properly designed experiments
 - (xx) improperly designed experiments
 - (iii) interpretation of results
 - (iv) development of theoretical procedures
 - (v) education

Field trip reports should, where possible, include a statement as to the level of proficiency of the personnel visited to apply statistical procedures.

VIII. Publications by Staff Members

- (1) Published
 - (a) Author
 - (b) Title
 - (c) Journal citation
- (2) Processed (mimeographed, etc.)
 - (a) Author
 - (b) Title
 - (c) Number of pages
- (3) Manuscripts in preparation
 - (a) Author
 - (b) Title
 - (c) Name of journal for publication

Each manuscript should be listed individually.

IX. Professional advancement by Staff Members

- (1) Formal academic courses taken during the year.
- (2) Attendance of training courses, such as short courses for specialized use of certain electrical computers, etc.

Annual Report (con't.)

X. Computational Service

- (1) Work for Unit
- (2) Work for ARS Branches
- (3) Work for other agencies
- (4) Use of calculators by agency personnel

It may be appropriate to discuss the nature of the computational work done. Also give some indication as to the computing time rendered ARS and other agencies.

XI. Research and Development Activities

Narrative statements should fully describe work done on research problems and work done to develop theoretical procedures as a result of inquiries from subject-matter specialists.

XII. General Comments

In this section it would be appropriate to give some indication of the sections of the respective branches that are making most use of Biometrical Services and also those making limited use of the services.

Any recommendations about program should be included in this section.

BOOKS

A reference library of statistical textbooks has been established in each Unit. Requests for new acquisitions should be made to the Chief.

The Head of each Unit shall be responsible for the reference books and shall develop and install a system of records to facilitate borrowing by staff members of Biometrical Services as well as subject-matter specialists.

CONGRESSIONAL INQUIRIES

Any Congressional inquiries, written or telephonic, shall be promptly transmitted to the Chief for attention.

CORRESPONDENCE

All correspondence addressed to Branch Chiefs and Directors of Research shall be prepared for signature of the Chief of Biometrical Services.

Unless circumstances require signing by the Chief, correspondence to Section Heads, Project Leaders, or other research personnel shall be the responsibility of the Head of the Unit.

DRIVER'S PERMIT

A Federal Government operator's permit is required before an employee may drive a government owned motor vehicle. Request for such a permit should be made through the Office of the Chief.

DRIVING GOVERNMENT OWNED VEHICLES

It is Departmental and ARS policy that employees will not be required to carry liability insurance as a prerequisite to the operation of motor vehicles on official business.

Under the Federal Tort Claims Act (28 USC 2671-2680) the United States may be sued for loss of property or personal injury or death caused by the negligence or wrongful act or omission of any employee of the Government while acting within the scope of his office or employment. However, the Act does not relieve an employee of personal liability, nor does it require that the Government, rather than the employee, be sued. Whether the employee involved or the Government will be sued is decided by the injured party. Therefore, it is possible and not altogether unlikely that the employee involved rather than the Government may be sued in some cases.

If you already have liability insurance coverage involving your personal motor vehicle, and desire protection for yourself while operating a Government motor vehicle, you should check on this additional coverage with your insurance company.

FIELD TRIPS

A Letter of Authorization (L/A) must be issued for all travel done by members of Biometrical Services. Approval normally requires two weeks.

Requests to make field trips must be cleared with the Chief in time to permit issuance of a letter of authorization. Clearance will be predicated on a discussion with the person requesting the trip as to the nature of the work to be done at each field location. In addition, it is necessary to furnish:

- I. Approximate dates of departure and return.
- II. Purpose of Trip.
- III. States in which work will be done.

Each traveller will discuss his tentative travel schedule with Section Heads or Project Leaders as to desirability of visitation of field locations. Adjustments in schedule of field visits in light of these discussions will be made to the extent possible within limits of time and travel funds.

A report of each field trip shall be submitted to the Chief within a reasonable time after returning to headquarters. This report shall include:

- I. Field Locations visited.
 - (1) Names of persons contacted (indicate Branch)
- II. Type of service rendered.
- III. Statement as to interest of personnel in in-service or correspondence courses in experimental statistics.
- IV. Statement as to general aptitude of personnel in the use of statistical procedures.

FILES

Files and working papers of each Unit shall be maintained in the respective Unit.

No files shall be destroyed except as in accordance with governmental regulations.

LEAVE

I. Annual Leave

Annual Leave is earned on the basis of:

- (1) 4 hours for each full bi-weekly pay period if your total length of military and/or civilian government service is less than 3 years.
- (2) 6 hours for each full bi-weekly pay period if your total length of military and/or civilian government service is 3 but less than 15 years. (However, for the last full bi-weekly pay period in the year, the leave accrual will be 10 hours for employees having 3 but less than 15 years service).
- (3) 8 hours for each full bi-weekly pay period if your total length of military and/or government service is 15 or more years of service.

Employees with less than 3 years of Federal service earn 13 work days of annual leave with pay each year. Those with 3 to less than 15 years of service earn 20 days of annual leave each year. Employees with 15 or more years of service earn 26 days of annual leave each year.

Annual leave may be taken in units of 1 or more hours at a time.

Annual leave which is not used in any year may be accumulated for use in succeeding years until it totals not to exceed 30 days at the beginning of any leave year. Accumulations of more than 30 days which occurred prior to the Annual and Sick Leave Act of 1951 can be saved but cannot be increased.

New employees accumulate annual leave as indicated above, but are not eligible to take such leave during the first 90 days after date of entrance on duty.

The appropriate leave slip should be filled out, whenever possible, before any annual or sick leave is taken. Otherwise, it must be filled out the first morning after returning to duty. Such leave slips should be signed by your supervisor and transmitted to the Office of the Chief.

Prior approval, by your supervisor, must be obtained for all annual leave.

II. Sick Leave

Sick leave is earned at the rate of 4 hours for each full bi-weekly pay period or 13 days per year. Unused sick leave may accumulate without limit.

An application for sick leave in excess of three days must be supported by a medical certificate, either on S.F.71 or otherwise, or by other evidence administratively acceptable. Sick leave may be taken in units of one or more hours at a time. Sick leave must be approved by your supervisor.

III. Military Leave

Members of the National Guard or one of the Reserves of the Army or Navy are entitled to a maximum of 15 calendar days of military leave each year with full pay (and without charge against annual leave) for the purpose of military training, instruction, field exercises, etc.

LEGAL SERVICES

The Solicitor of the Department provides the services of field attorneys of his Office to advise and assist employees of the Department who become involved in civil or criminal actions as a result of accidents occurring or activities undertaken within the scope of their employment.

The appropriate office or branch of the Solicitor's Office must be notified immediately whenever an employee, in performing official duties is involved in any accident causing substantial property damage or serious injury to private property, or persons.

The field and branch offices of the Office of the Solicitor are as follows:

Communications should be addressed to "The Attorney in Charge, Office of the Solicitor, U.S.D.A.," at any of the addresses given below:

212 Tower Bldg, 510 2nd St, NW
Albuquerque, New Mexico

Forest Service Building
Ogden, Utah

Room 321 Peachtree-Seventh Bldg
50 Seventh Street, NE
Atlanta 5, Georgia

200 Ross Building
209 S.W. Fifth Avenue
Portland 4, Oregon

Room 859, U.S. Court House
219 South Clark Street
Chicago 4, Illinois

2620 Hillsboro Street
Raleigh North Carolina

421 Post Office Building
Denver 2, Colorado

Room 505 Federal Courts Bldg
Sixth and Market Streets
St. Paul 2, Minnesota

2500 Federal Office Building
911 Walnut Street
Kansas City 6, Missouri

Room 216 Federal Office Building
Civic Center
San Francisco 2, California

Room 326 Federal Building
Little Rock, Arkansas

506 Stangenwald Building
119 Merchant Street
Honolulu 13, T. H.

Suite 443
1031 South Broadway
Los Angeles 15, California

Box 9052
Santurce, Puerto Rico

528 Federal Building
Milwaukee 2, Wisconsin

Room 801, 139 Center Street
New York 13, New York

Post Office Building
Missoula, Montana

LINE PROJECT REVIEW

The Central Project Office makes line project referrals for suggestions from representatives of agencies other than the originating agency. Occasionally, line projects that include reference to experimental or sampling procedure are referred to Biometrical Services for review.

Comments and recommendations relating to line projects shall be addressed to the Central Project Office and shall be signed by the Chief.

LITERATURE CARD FILE

A card file of literature dealing with experimental and theoretical statistics has been developed. Current literature in these fields will be added as it appears in publications. This file is maintained as to Authors and is cross-indexed subject-matterwise.

Subject matter personnel, as well as the staff of Biometrical Services, will find this file convenient in getting literature of a specific area of statistics.

LONG DISTANCE TELEPHONE CALLS

The use of long distance telephone calls must be used only in cases of urgency. Clearance shall be obtained from the Chief before making a long distance telephone call.

MANUSCRIPTS

All manuscripts for printing or processing and speeches must be approved and initialled in final form by the Chief before transmittal or delivery.

A copy of each manuscript must be submitted by the Chief to the Information Division of ARS.

The original and two carbon copies should be submitted for approval. The original copy will be returned, if satisfactory, with initials of the Chief, to the author. One carbon copy will be transmitted to the Information Division of ARS and one carbon copy is for the files of the Office of the Chief.

The credit lines on manuscripts will be stated as follows:

John Doe
Agricultural Research Service
United States Department of Agriculture

The author's position and location should be shown on the first page of the manuscript--usually in a footnote, as: Biometrician, Livestock Staff, Biometrical Services, Agricultural Research Center, Beltsville, Maryland.

If the manuscript treats in any way the work or concerns a subject which comes within the scope of the work of any agency of ARS, it will be necessary to send it for review and approval of the reviewing officer of that agency. Therefore, when the manuscript is submitted for approval to the Chief of Biometrical Services, it should indicate that it has been reviewed and is approved by that agency.

Authors must not accept payment for official articles published in outside journals, magazines, or newspapers. In writing articles for outside publication or presentation, employees should not allow the use of their names as endorsers of commercial products.

Members of the staff desiring to write privately, articles, text books, chapters for books, book reviews, abstracts of articles appearing in scientific and miscellaneous journals, and similar papers for private publication, with or without remuneration, shall obtain approval of the Chief of Biometrical Services. Such work must be in accordance with other pertinent Department regulations, that is, it must be done outside of office hours, must not involve the use of Government materials or the official time of other personnel. If authors are to be remunerated, this should be indicated in the request for approval.

MEETINGS

It is the policy of Biometrical Services to authorize each professional staff member to attend one meeting a year of a professional society. The only exception will be in years when such meetings are held on the West coast. In such cases it may not be possible to approve attendance at the meeting.

Authorization to attend meetings of scientific societies at no expense to the Government except time of the individual shall be limited to one such trip a year.

The nature of the meeting and justification for attendance shall be recommended by your supervisor and subsequently discussed and approved by the Chief. It is particularly important that the justification make clear the benefits which the Department will obtain from attendance at meetings.

It is understood that the staff member will avail himself of the opportunity to meet with ARS field personnel, who are also in attendance at the meeting, to discuss problems of statistical procedures as related to the field man's program.

The annual report of each Unit shall include a list of scientific meetings, with dates, attended by staff members.

PERFORMANCE RATINGS

All persons employed by ARS under formal appointment on a permanent or indefinite basis come within the scope of the ARS Performance Rating Plan.

Each supervisor is responsible for the administration of the Performance Rating Plan. The rating of each employee shall be based on an analysis and evaluation of performance on the job in terms of the requirements of performance jointly developed by the employee and his or her supervisor.

Performance ratings are made annually as of October 31st for all employees. The Form PD-62, Notice of Performance Rating, after being signed by the employee and supervisor shall be transmitted to the Office of the Chief.

The procedure required in performance rating is detailed in "Guide for Performance Evaluation and Rating". A copy of this Guide is on file in the Office of the Chief.

PUBLICATIONS

See: MANUSCRIPTS

PURCHASES

All requests for purchases of supplies and services (except those services covered by contract or guarantee) shall be approved and processed in the Office of the Chief.

REGIONAL CONFERENCES

See: FIELD TRIPS

Requests by agency personnel for attendance of members of Biometrical Services shall be discussed and approved by the Chief. This is particularly important from the standpoint of finances, since it may be necessary to request the agency to help defray part of the expenses incurred for such a trip.

A report shall be submitted to the Chief within a reasonable length of time following the close of the regional meeting. The information shall include, where appropriate, that required for FIELD TRIPS.

REPORTS

See: ANNUAL REPORT
FIELD TRIPS
MEETINGS
REGIONAL CONFERENCES

REPRINT LIBRARY

A library of reprints dealing with articles on experimental and theoretical statistics, as published in scientific journals or bulletins, has been established in the Office of the Chief. These reprints are for the use of staff members of Biometrical Services and subject-matter personnel of the Agencies of ARS.

Each reprint shall be signed for if it is to be removed from the files. It is urged that reprints be returned to the files as promptly as possible. This will minimize the amount of work required to request return of reprints.

REPRINTS

Reprints of many publications can be purchased by Biometrical Services. Approval to purchase reprints must be approved by the Chief.

RESPONSIBILITIES FOR WORK

The Livestock Staff located at the Agricultural Research Center shall service the programs of the Animal Disease and Parasite, Animal and Poultry Husbandry, and Dairy Husbandry Research Branches.

The Plant Industry Station staff shall service the programs of the Agricultural Engineering, Entomology, Field Crops, Horticultural, and Soil and Water Conservation Research Branches.

The Chief shall be responsible for servicing the research programs administered by the Office of Experiment Stations and the programs of the four Utilization Research Branches.

SPEECHES

Employees may not accept honoraria for addresses delivered as part of their official duties.

All addresses and the manuscript thereof shall be approved by the Chief prior to presentation.

Employees are frequently requested to discuss informally their scientific investigations or give informal talks on the research work of program of Biometrical Services. Such local, informal talks need not be submitted for prior approval when they are in the nature of reports of work being conducted under the general or immediate supervision of the person giving the talk or when they relate to certain phases of the research work or activities of Biometrical Services with which an employee may be particularly familiar. Talks involving Department policy or the work of other agencies must receive prior clearance.

TELEGRAMS

The use of telegrams shall be limited to cases of urgency. Clearance shall be obtained from the Chief before sending a telegram.

TRAVEL

See: FIELD TRIPS
MEETINGS
REGIONAL CONFERENCES

It is the policy of ARS that air coach service of regularly scheduled airlines be utilized whenever practicable and consistent with the purpose and needs of the travel to be performed. This mode of travel can frequently be utilized with considerable economy to the Government and at no inconvenience to the traveler. First class fare approximates 5.8 cents per mile compared with 4.3 cents for air coach.

OUTLINE OF RESPONSIBILITIES

BIOMETRICAL SERVICES AGRICULTURAL RESEARCH SERVICE

Field of Operations	Function of		
	Unit Supervisor	Chief	Administrator, Deputy or Assistant Administrators
Organizational Changes:			
Establishment of field locations			
Estblmt new positions	Recommends	Approves	
Transfer of personnel	Recommends	Approves	
	Recommends	Approves	
Expenditures:			
Purchases of supplies, Equipment & Photoprints	Recommends	Approves & submits to	
Requests for work or services	Recommends	Adm Services Div, ARS.	
		Approves and submits.	
Attendance at Meetings:			
International	Recommends	Concurs	Approves (Department Clearance required)
National	Recommends	Approves	
Travel:			
General	Recommends	Approves	
Foreign	Recommends	Concurs	Approves (Department Clearance required)

OUTLINE OF RESPONSIBILITIES

(Continued)

Field of Operations	Function of		
	Unit Supervisor	Chief	Administrator, Deputy or Assistant Administrators
Budget Estimates		Biometrical Services	Assistant Administrators
		Prepares & Submits	Approves
Personnel Recommendations: (All personnel actions require approval of the Personnel Division ARS)			
GS-1-12	Recommends	Approves	Approves
GS-13		Approves	Approves
GS-14 and above		Recommends	Approves
Vouchers (Travel)	Submits and recommends payment	Concurs and submits to Budget & Finance Division ARS	
Leave: Annual Sick	Approves Approves	Concurs or approves Concurs or approves	

